

NATIONAL NUCLEAR SECURITY ADMINISTRATION MANDATORY TRAINING REQUIREMENTS				
Definitions:	<u>Mandatory Training</u> - Training required by most if not all NNSA employees.		<u>Position Specific Training</u> - Training required by position and/or special Program. For example, TQP positions, Career Acquisition, etc.	
Subject	Reference	Mandate	Target Audience	Refresher Requirement
EEO/Diversity Training	DOE O 311.1b. Section 4.c	All DOE nonsupervisory employees must participate in a minimum of 3 hours of EEO/diversity training annually.	All DOE nonsupervisory employees	Annual
EEO/Diversity Training		Individuals must engage in 4 hours of supervisory EEO/diversity training before (or within 3 months following) appointment to supervisory positions.	Individuals before (or within 3 months following) appointment to supervisory positions.	None
EEO/Diversity Training		All DOE supervisory employees must participate in 4 hours of EEO/diversity training annually.	All DOE supervisory employees	Annual

Prevention of Sexual Harassment Training	DOE O 311.1b. Section 4.d	All DOE employees must participate in a minimum of 3 hours of training on the prevention of sexual harassment on a biennial basis. This training is not a substitute or replacement for the annual training on EEO/diversity	All DOE employees	Every two years
Security Refresher Training	DOE M 470.1-1, Section 2, Briefings, Paragraph C, Refresher Briefing	Cleared individuals must receive annual Refresher Briefings. Agreements between DOE elements and/or contractor organizations may be established to ensure individuals temporarily assigned to other DOE locations receive Refresher Briefings on schedule.	All DOE employees with a clearance	Annually
Worker Protection Training	DOE O 440.1A, Worker Protection Management for DOE Federal and Contractor Employees	Provides workers, supervisors, managers, visitors, and worker protection professionals with worker protection training	All DOE employees	Annually

Ethics Training	DOE N326.11	GS/GM-15 employees & ES pay band IV and below occupying pos for more than 60 days during reporting period. Persons working pursuant to an IPA; Nonexempt positions holding a Contracting Officer's Warrant; COR/COTR, Credit Cardholder with limit exceeding \$2,500	All DOE employees who must file in accordance with Confidential Financial Disclosure Report (OGE 450)	Annually